

# Agenda Item Form

Agenda Date: 4/20/04

Districts Affected: All

Dept. Head/Contact Information: Becky Duval Reese/Sylvia Ponce-Ortega: 532-1707

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                    | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                    | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement              | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                  | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                         | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Temporary Appointment</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

To temporarily replace permanent employee out on workers compensation until further notice.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and Benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

Security to artwork and building must be maintained at all times.

2001 APR 25 PM 10 05  
CITY CLERK'S OFFICE

04-20-04

ITEMS FOR CITY COUNCIL AGENDA						
			20-Apr-04			
TEMPORARIES:						
REASON	POSITION	DEPT.	FUND SOURCE	ACCT. #	Salary	REQ #
emp on W.C	Guard	Museum of Art	Art Museum-GovOper- Adm Bldg	54010249-01101-54000	\$706.88	040567

APR 12 2004

to CC  
4/20/04

TO: Terry Bond, Director  
Human Resources

FROM: Becky Duval Reese, Director *BDR*

SUBJECT: Temporary Museum Guard

DATE: March 24, 2004

Reg # 040567  
Submitted 3/30/04

4-2-03 muf

The Museum of Art requests a temporary Museum Guard to replace an employee out on worker's compensation. The permanent guard is expected to be out for approximately two months and it is vital that a temporary guard be appointed during his absence. It is important that the safety and security of the Museum's works of art not be compromised.



Please let me know if you require additional information. Thank you.

5400249-0101-54000

Art Museum  
Gov Per - Adm Bldg

**O.K.-OMB**  
DATE: *GA* 4-5-04

**O.K.-CFO**  
DATE: 4/6/04 *mm*

**RECEIVED**  
MAR 25 2004  
HUMAN RESOURCES DEPT.  
ADMINISTRATION

**RECEIVED**  
MAR 30 2004  
FINANCIAL SERVICES